NOTE: Any changes to process due to remote work should be documented in procedures.

FINANCE
UNIVERSITY OF MICHIGAN

SECTION: Human Resources

SUBJECT: Employment Hiring Process - - Time Reporting Process Documentation

APPLIES TO: All Regular Staff Members (Excludes Temporary Employees)

NOTE: This document has been revised as part of the Annual Internal Controls Update

Time Reporting Process Overview

The objective of the time reporting process is to ensure timesheets or monthly attendance reports properly reflect hours worked and exception time taken.

Time Reporting Process

Activity	Responsibility	Reference/Comments
Regular staff member completes and signs timecard either online or hard copy per department's policy (if applicable). If staff member is unavailable to complete their timecard, then the supervisor should complete this activity.	Department – staff members	SPG 518.01: Payroll Controls
Review and approve timesheet or electronic entry by department's policy (if applicable). Where applicable, sign timecard and submit to timekeeper. ***NOTE:*** *Timecards should not be given back to employees after approval signature is documented.*	Department – staff member's supervisor (or designate in their absence)	Approver should be someone who can determine appropriateness of time reported and someone other than the employee. (i.e. supervisor ID on employee's job record or delegate approver) For instructions on setting up delegate approvers, see Add or Remove Employees in a Time Approval Delegate Group. For information on Supervisor ID, see Uploading Employee Supervisor Information. Pay dates and associated deadlines and delivery dates (including instructions to add "Finance Payroll Calendar" via Online Google and Outlook Paydate/Cutoffs Calendar) can be accessed at Payroll Cutoffs/Deadlines/Paydate Calendar on the Payroll website.

Where applicable, timekeeper data enter approved hard copy timesheets into M-Pathways Human Resource Management System.	EBS - Timekeepers	Timekeepers cannot enter their own time (this is an M-Pathways system control). Biweekly, Off-cycle and Monthly pay dates, associated deadlines, and delivery dates can be accessed at Payroll Cutoffs/Deadlines/Paydate Calendar on the Payroll website.
Exception time recorded should follow the applicable exception time SPG policy and procedures.	Department – staff member's supervisor (or designate in their absence)	SPG 201.03, Funeral Time SPG 201.06, Call-Back Pay SPG 201.11-0, Sick Time Pay SPG 201.26-0, Holidays SPG 201.26-1, Season Days SPG 201.27, Emergency Reduction in Operations SPG 201.29, Jury and Witness Pay SPG 201.30, Unpaid Leaves of Absence SPG 201.30-6, Paid Maternity (Childbirth) and Parental Leaves SPG 201.31, Lunch Periods SPG 201.36, On-Call Pay SPG 201.55, Shift Premium SPG 201.33, Military Reserve Duty Pay SPG 201.64-0, Vacation
Overtime recorded should follow the applicable SPG policy and procedures or union contract.	Department – staff member's supervisor (or designate in their absence)	SPG 201.38, Overtime Administrative heads of operating units or their authorized representative are responsible for the scheduling and approval of overtime before overtime work is performed. Staff members may not authorize or certify their own overtime.

If using Punch Time Clocks or Web Clocks, monitor and manually enter overtime.	Department – staff member's supervisor (or designate in their absence)	Via Punch Time Clocks and Web Clocks Punch and Web Clock Timekeeping Standards document created by the Michigan Medicine Payroll Office and apply to all users across U-M.
Track exception time for anyone who is not required to report their time in a central time-keeping system and any necessary pay adjustments are reported on a timely basis to the Payroll Office, as appropriate.	Department – staff member's supervisor (or designate in their absence)	Optional templates for Faculty Exception Time Tracking Workbooks are in Dropbox.
Run the Time & Labor Queries in M-Pathways as needed to ensure all time was entered timely and properly approved. ***NOTE:*** *Missing Timesheets can either be due to an employee not submitting their timesheet or a submitted timesheet that hasn't yet been approved.* *The Payroll Office systematically sends missing time emails to either the department manager or the time report recipient override for each biweekly and monthly payroll for each specific Appointing Department ID. The email includes an Excel spreadsheet which lists employees who haven't submitted a timesheet for a particular payroll.* *In addition, monthly push notifications from Internal Controls can be reviewed for missing timesheets.*	EBS - Timekeeper	For information and instructions on how to run queries, login to My LINC. In the Catalog Search box, type "time and labor resources" Click start at "Payroll, Time & Labor User Resources". Choose "Time Approver and Delegate User Resources" and choose "Queries for Approvers" under the Additional Resources section. ***NOTE:*** *Queries can be found in M-Pathways Human Resource Management System > Query Viewer > Query Name begins with "MTL"* ***NOTE:*** *To opt in to receive monthly push notifications for missing timesheets send email request to OfficeofInternalControls@umich.edu. For more information see: Push Notifications on the Internal Controls website.*

If corrections are needed post pay cycle for staff members who complete their time electronically, the staff member should adjust their applicable online timesheet for the date that needs correction by typing in the hours or time reporting code that needs to be changed. The elapsed time page should be approved online by the supervisor and the adjustments will be processed with the staff member's next scheduled payroll. If corrections are needed post pay cycle for staff members who complete their time via hardcopy, they should adjust hardcopy timesheet, have their supervisor approve and submit to department timekeeper for data entry.	Department – staff member and supervisor (or designate in their absence) EBS – Timekeeper (for hardcopy changes)	
Report hours worked above appointment for part-time employees in exempt job codes whose part-time salary falls below the salary threshold for exempt status, per Fair Labor Standards Act (FLSA).	Unit Supervisor	See Fair Labor Standards Act on the Human Resources website.

Other related information:

Key Contacts:

- Contact your HR Unit Liaison for time and labor access questions.
- Contact HR Officer for any concerns.
- For University HR assistance contact University HR Rep.

Related Standard Practice Guides:

- In accordance with SPG 501.10, Policy on Effort Certification, employees must accurately certify to the percentage of effort devoted to sponsored projects.
- In accordance with SPG 201.52, Rest Periods, there will normally be a rest period which may be taken at a time and place and in a manner which does not interfere with the efficiency of the department. The rest period will be with pay and will not exceed 15 minutes for each 4 hours of work. The rest period is intended to be a recess to be preceded and followed by an extended work period. Consequently, it may not be used to cover a staff member's late arrival to work or early departure, to extend the lunch period, nor may it be regarded as cumulative if not taken.
- In accordance with SPG 201.67, Work Schedules, work schedules are determined on the basis of the needs and requirements of each unit and are designed to: provide orderly and efficient service, provide regularly recurring consecutive hours of work where practicable and avoid overtime.
- In accordance with SPG 201.46, Personnel Records - Collection, Retention and Release, the collection, availability and disclosure of the contents of personnel files is governed by regulations established by the

University and applicable laws. The Faculty and Staff Records Office, the Medical Center Staff Records Office and the custodian of personnel files or records in various departments, schools, colleges or other University offices are subject to these regulations.

- Refer to SPG 604.01, Departmental Record Retention for Business and Financial Records, to determine the proper record retention period relating to the job posting process.

Record of Revisions:

Date of Issue	Description of Change	Page(s) Affected	Approved By
8/1/2007	Original template created	All	Eric Sortor
1/3/2012	Updated for FY2012 Certification – added oversight control regarding review of Time and Labor Queries	2	
11/8/2012	Updated for FY2013 – revised post pay cycle correction process; updated pay deadline links	1 & 3	
1/15/15	Time & Labor queries	3	
1/18/16	Updated instructions	1,3	
11/2017	Added clarifying language regarding recording of overtime	3	
11/2018	Added reference to SPG 201.30-6	2	
11/2019	Updated instructions, links, added punch time clock and web clock section, and added section on part-time exempt employees.	1,2,4,5	
5/2020	Added COVID banks of time, added exception time tracking	3, 4, 5	
12/2020	Added COVID paycode	3	
12/2021	Updated link to Dropbox for Faculty Tracking Templates	4	
11/2022	Minor language update	5	
11/2023	Remove references to COVID, added note about missing timesheets and push notifications	3, 4, 5	
12/2024	Minor language update	5	
11/2025	Updated links per Accessibility Quick Tips, added clarifying language	All	

Document Owner: Executive Business Services (EBS) supported departments and EBS
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